U.S. DEPARTMENT OF ENERGY (DOE) ENVIRONMENTAL MANAGEMENT CONSOLIDATED BUSINESS CENTER (EMCBC) VITAL RECORDS INVENTORY

				VITAL	RECORDS I	NVENTORY		Í		
Vital Record Title	Tier (1,2,3)	Original Location	Organization/ Record Custodian	Volume of Feet/Bytes	Format of Vital Record	Name of Electronic Application	Vital Record Location	Cycling Schedule	Protection	Records Description
EMCBC Occupant Emergency Plan (PL- 472-01)	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Greg Campbell	.01 cubic feet	Paper / Electronic	Microsoft Word / PDF	Springdale - 175 Tri County Parkway (COOP)	Annually or when updated	Dual Storage	Provides protocol, contacts, steps, and evacuation plans in the event an actual or potential emergency/disaster.
Continuity of Operations Plan (COOP) (PL-471- 01)	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Greg Campbell	.01 cubic feet	Paper / Electronic	Microsoft Word / PDF	Springdale - 175 Tri County Parkway (COOP)	Annually or when updated	Dual Storage	Provides protocol, contacts, and steps in the event of an actual or potential emergency/disaster.
Lease Agreements (Initial Facility Assessments, GSA Lease Agreements)	2	Paper: Chiquita Center - 6 th Floor File Room Electronic: CBC Network	Office of Technical Support & Asset Management Joanne Kromski	1 cubic feet	Paper / Electronic	PDF	N/A	Annually or when updated	Dual Storage	Lease Agreements for the various EMCBC facilities, PPPO, Moab, Denver Bldg. 55, and ETEC (Chiquita Center, Boggs Lane, Tri-County Parkway)
Accountability List EMCBC Emergency Phone List Small Sites / Support Sites Phone Directory	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Greg Campbell	.01 cubic feet	Paper / Electronic	PDF	Springdale - 175 Tri County Parkway (COOP)	Annually or when updated	Dual Storage	Lists to notify staff in the event of an emergency or disaster.
Chiquita Center Facility Security Plan (PL-470- 02)	1	Paper: 175 Tri County Parkway Electronic: CBC Network	Office of Technical Support & Asset Management Pat Vent	.01 cubic feet	Paper / Electronic	Microsoft Word / PDF	Springdale - 175 Tri County Parkway	Annually or when updated	Dual Storage	Provides protocol, contacts, and steps in the event of an actual or potential emergency/disaster at the Chiquita Facility.
Building 55 Facility Security Plan	1	Paper: Building 55, Denver Federal Center & Chiquita Center 6 th Floor	Office of Technical Support & Asset Management	.01 cubic feet	Paper / Electronic	PDF	Building 55, Denver & Chiquita Center	Annually or when updated	Dual Storage	Provides protocol, contacts, and steps in the event of an actual or potential emergency/disaster at the Building 55 Facility.
IT (Information Technology) Contingency Planning and Activation (TID-	2	Paper: Chiquita Center - 5 th Floor & Tri- county Parkway	Office of Information Resource Management	.02 cubic feet	Paper / Electronic	Microsoft Word / PDF / Encrypted flash drives	N/A	Annually or when updated	Dual Storage	Provides protocol, contacts and steps for the recovery of network systems in the event of an emergency or disaster.

Tier 1: Records essential to the continued functioning of an organization within the first few days of an emergency or disaster, also called COOP records.

Tier 2: Records essential to respond to the emergency or disaster, to handle the crisis and reduce or mitigate disruption of the operation, between days 6 and 30.

Tier 3: Records necessary to respond to the emergency or disaster after 30 days. These are mostly project-specific records that are needed to continue work on the most crucial projects after the emergency response is under control.

LF: Legal and Financial Rights Records

Personal property records;

maintenance agreements,

Provides protocol and steps for

records prevention, mitigation

and recovery in the event an

actual emergency/disaster

invoices and responsible

person.

occurs.

inventory, tag numbers,

Parkway)

Dual Storage

Dual Storage

Dual Storage

N/A

Springdale

Parkway -

Basement

Springdale

– Tri-

(Area C) (Tri-County Parkway)

– Tri-

County

Database

Microsoft Word

Microsoft Word

Paper

records will

be updated

Annually or

Annually or

when

when

updated

Quarterly.

U.S. DEPARTMENT OF ENERGY (DOE) ENVIRONMENTAL MANAGEMENT CONSOLIDATED BUSINESS CENTER (EMCBC) VITAL RECORDS INVENTORY Vital Record Title Volume of Name of Tier Original Organization/ Format of Vital Cvclina Protection **Records Description** Location **Record Custodian** Feet/Bytes Vital Electronic Record Schedule (1,2,3)Application Record Location (Suite A) 1290-1311) Ward Best Electronic: CBC Network & **Encrypted Flash** drives Cyber Security Incident Paper: Office of .02 cubic Paper / Microsoft Word / N/A Annually or Dual Storage Provides protocol and steps to Response Plan (IMP-Chiquita Center Information Electronic PDF / Encrypted be followed when an Incident feet when IRM-8308-04) - 5th Floor & Tri-Resource flash drives updated or potential incident is identified county Parkway Management by users or administrators. (Suite A) Ward Best Electronic: CBC Network & **Encrypted Flash** drives Safety Technical 3 Office of Technical PDF Individual files on all EMCBC Paper: 2 cubic feet Paper N/A Annually or To be Qualification Program 175 Tri-County Support & Asset scanned to and EM technical personnel when Records Parkway (Fire Management allow for dual whose duties or responsibilities updated Proof Cabinet) storage: at require participation in the TQP. Melvin Boyd which time paper will be maintained at Springdale (175 Tri-County

.01 cubic

.01 cubic

.01 cubic

feet

feet

Paper /

Paper /

Electronic

Electronic

2

2

Paper: 175 Tri-

(Fire Proof

Electronic: Database

– 6^{th'} Floor

Electronic:

Paper:

CBC Network

Chiquita Center

Paper:

Cabinet)

County Parkway

Chiquita Center

Office of Technical

Support & Asset

Marilyn Peoples

Office of Technical

Office of Technical

Support & Asset

Support & Asset

Management

Kathy Reid

Management

Personal Property

Records Disaster

243-05)

Prevention, Mitigation

and Recovery Plan (PL-

Vital Records Inventory

Inventory List

feet Tier 1: Records essential to the continued functioning of an organization within the first few days of an emergency or disaster, also called COOP records.

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LF: Legal and Financial Rights Records

- 6 th Floor Management Electronic: CBC Network December 1 Jackie Schoultheis Jackie Schoultheis Jackie Schoultheis Developed Developed Management Jackie Schoultheis Developed Developed Management (Area C) (Tri-County Parkway) Paper / Microsoft Word / Springdale Annually or When Developed Developed	- 6 th Floor Management County Parkway - Basement (Area C) (Tri-County Parkway) 2 To Be Office of Technical TBD Paper / Microsoft Word / Springdale Annually or Dual Storage	Vital Record Title	Tier (1,2,3)	Original Location	Organization/ Record Custodian	Volume of Feet/Bytes	Format of Vital Record	Name of Electronic Application	Vital Record Location	Cycling Schedule	Protection	Records Descriptio
EMCBC Records 2 To Be Office of Technical TBD Paper / Microsoft Word / Springdale Annually or Developed Support & Asset Suppor	2 To Be Developed Office of Technical Support & Asset Management Jackie Schoultheis Office of Technical Support & Asset Manager Manager Support & Asset Manager Support & Asset Manager Support & Asset Manager Support & Annually or When Updated Support & Annually			Electronic:				- pp. com co	County Parkway - Basement (Area C) (Tri-County	updated		
Jackie Schoultheis Manager Parkway - Basement (Area C) (Tri-County			2		Support & Asset Management	TBD		Autonomy Records	Springdale - Tri- County Parkway - Basement (Area C) (Tri-County	when	Dual Storage	
The following Legal and Financial Rights Records are the responsibility of HQ, but may be needed by the CBC in the event of an emergency or		Personnel Records	LF	Electronic - HQ	DOE – HQ - CF		Electronic	e-OPF				
	LF Electronic - HQ DOE – HQ - CF Electronic e-OPF	Payroll / Leave Records	LF	Electronic – HQ	DOE – HQ - CF		Electronic	ATTAPS				

Electronic

iMANAGE

DOE – HQ - CF

Consolidated System to

manage STARS, STRIPES and CHRIS

LF

Electronic – HQ

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